

**Environmental Health and Safety
LABORATORY INCIDENT REPORT**

Instructions: Use to report any breakage, spill, cut, abrasion, fall, fire, explosion or any other incident, or near miss no matter how minor. – You may print and submit this form in hardcopy format. If submitting electronically, save with existing file name and add the date of occurrence. After completion email to ehs@csi.cuny.edu or send via interoffice mail to 6S-001

Date _____ Dept. _____

Name _____ Phone _____

Date, Time and Place of incident _____

Name of Injured person _____

1. Summary of Incident and aid rendered

2. Was the Incident related to an Experiment? Yes No

If So What Experiment? _____

3. What was the first indication you had an incident/near miss? _____

4. What did you observe? How did you respond? _____

5. Was the proper equipment available/functional to respond to this incident (e.g. Eye wash station/shower, fire extinguisher, spill response equipment, first aid kit)?

6. Were Emergency Contact phone numbers posted? _____

7. Comments _____

8. What Else did you see or hear that you think is important? _____

Signature _____